

Residential Design Review Guidelines

Dalton, Georgia



Historic Preservation Commission
City of Dalton, GA

Front Cover:

***The Hamilton/Bethel House
622 S. Thornton Avenue
Dalton, Georgia***

Constructed: 1892 by Dr. R.I. Peak

Photo contributed by: Jim Bryson

Compiled by:

***The City of Dalton
Historic Preservation Commission***

and

***The City of Dalton
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***This book is dedicated to the homeowners of the
Murray Hill/Thornton Avenue
and
McCarty Subdivision Local Historic Districts
for their belief in the importance of
communicating these guidelines to all citizens.***

***A special thanks to Ms. Cathy Taylor for her diligent efforts
in the compilation of this publication.***

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Introduction

The intent of this booklet is to provide information on local preservation measures, the design review process, and the visual character that defines Dalton's historic residential areas.

These illustrated guidelines are designed to assist decision makers — property owners, developers, contractors, and commissioners — in developing design solutions for making changes to properties within historic districts. The guidelines are intended to encourage orderly, creative and compatible development and illustrate a sensitive approach to managing our historic resources. Additionally, the guidelines may be used as a reference source for the rehabilitation of vintage structures not located within a designated historic district.

Dalton's Historic Preservation Ordinance

To ensure the preservation of Dalton's historic resources, the Historic Preservation Commission was established by ordinance in 1984. The Historic Preservation Commission is composed of seven community citizens who are responsible for overseeing preservation efforts in the city. Commission members are to meet monthly and recommend the listing of properties for the National Register, conduct educational programs for the residents, and promote the overall preservation activities of the city. They also review applications for Certificates of Appropriateness in designated local districts. The COA process allows for design review on proposed rehabilitation, new construction and demolition in historic districts.

The ordinance is designed to preserve the city's identity and historic character, promote harmonious growth among historic properties, to strengthen community pride and awareness of historic assets, to stabilize property values and encourage investment in historic areas and to maintain and protect historic properties.

Dalton has been a leader in promoting historic preservation efforts and has stimulated both commercial and neighborhood revitalization through its Commission and local city government. By preserving its unique historic character, the City ensures that future generations will enjoy Dalton's rich architectural and cultural heritage.

“Many people spend their lives looking for a real “neighborhood” or ‘hometown.’”

Why Preserve? Economic Benefits

Preservation of a neighborhood's character is valuable to those who want to maintain property values and keep an historic feel of the place where they live. Recent studies have shown measurable benefits in real estate, construction, and commercial activity due to historic preservation. A study conducted by the University of Georgia for the State Historic Preservation Office used Rome, Tifton and Athens, Georgia to demonstrate that historic preservation is good business. Comparisons were made between areas within National Register districts, local historic districts and non-designated districts.

The study concluded that historic preservation has quantifiable economic and fiscal impacts on local communities and that historic preservation contributes financially as well as aesthetically to the community. In the study, property values in National Register Districts increased in value 10% more than non-designated areas: locally designated properties increased in value almost 80% more than those only nationally designated.

Conscientious application of these guidelines will help to:

Protect and stabilize property values;

Preserve and promote a residential ambience characteristic of historic residential districts;

Prevent blight caused by neglect and insensitive development;

Promote an atmosphere encouraging reinvestment and economic revitalization with capital improvements.

“Someone should make a study of the buildings you never look at.”

National Register and Local Historic Districts

The historic resources of Dalton have been an integral part of the city's character and identity. Some of Dalton's most important resources were recognized in the 1970s and early 1980s with the inclusion of several properties on the National Register of Historic Places. These included: The Western Atlantic Depot on Depot Street listed in 1978; the Crown Mill Historic District listed in 1979; the Ainsworth E. Blunt House listed in 1980; the William C. Martin House listed in 1982; and the Thomas A. Berry House listed in 1984.

*A survey of historic resources conducted in 1988 and 1989 resulted in the listing of the Downtown Dalton Historic District, listed in 1988, the Murray Hill-Thornton Avenue Historic District in 1991 and the **McCarty Subdivision Historic District in 2006.***

National registry designates valuable resources and the listing bestows considerable honor but it provides little protection for properties. For this reason and to preserve these properties and neighborhoods, Local District designation is more valuable, providing protection for property owners.

To maintain their character and discourage incompatible development, the Murray Hill/Thornton Avenue neighborhood became a Local Historic District in 1996 and the McCarty Subdivision was designated in 2006. These are excellent examples of historic resources that have character and a distinct “neighborhood feel” with mature landscaping and diverse neighbors.

Tax Incentive Programs

Federal:

Rehabilitation Investment Tax Credit (RITC) *A 20% tax credit for the substantial rehabilitation of certified historic buildings for commercial, industrial, and rental residential purposes is available under current law. A 10% tax credit for some older structures, which do not qualify for certification, is also available. RITCs are available to owners and certain long-term renters of income-producing properties.*

Charitable Contribution Deduction: *The charitable contribution deduction is taken in the form of a conservation easement and enables the owner of a “certified historic structure” to receive a one-time tax deduction. A conservation easement usually involves the preservation of a building’s façade by restricting the right to alter its appearance.*

State:

Rehabilitated Historic Property Tax Assessment Freeze: *This incentive program provides an eight year freeze on property tax assessments, followed by an assessment increase of 50% of the difference between the recorded first year value on historic properties which have undergone substantial rehabilitation. The property must be listed or eligible for listing on the Georgia Register of Historic Places or the National Register of Historic Places either individually or as a contributing building within a historic district.*

Dalton's Past

Dalton was incorporated in 1847 from the original "Cross Plains" and was a trade center and agricultural community to both Cherokee Indians and white settlers. Entrepreneur Captain Edward White, who laid out the plan for Dalton had owned much of the land within a New England syndicate. He laid out the town in a grid plan, the most common plan in Georgia, and named the town for White's mother, Mary Dalton and her father, Tristram Dalton, a Massachusetts Senator and surveyor. The importance of the railroad is evident in the planning of the town: the original town boundaries were set within a one mile diameter centered on a gold spike in the floor of the train depot, now the Dalton Depot Restaurant. There was no town of any size between Knoxville and Augusta and White was sure that Dalton would flourish. During the 1830s, White had been influential in the development of the railroads that crossed in Dalton. Southern and Western and Atlantic were main arteries between eastern points and New Orleans. Dalton flourished with two railroad lines passing through – two depots and lots of passenger service. The increased railroad traffic brought four hotels: Chester House is the only one with any portion still standing near the depot. It is now a retail store. The Dalton hotel building was rebuilt in 1923 and is now an office building.

The Civil War brought massive changes to the growing city. Cartridge boxes and belts were manufactured in a building where the old post office stands. Dalton first saw Confederate troops in the summer of 1862 as General Bragg's army passed thru on their way to Chattanooga for the Kentucky campaign. In 1862, the town was set into frenzy by the wild race of the engine General chased by the Texas as they raced through Dalton. The race ended near Catoosa station and most of the raiders were captured and hung.

In September 1863, Confederate General Longstreet's corps passed through on their way to the great battle of Chickamauga – Dalton's people met them with baskets of food and cheers and wild enthusiasm. The cannon booms and rattle of musketry were plainly heard in Dalton during the three-day battle. The wounded were sent to Dalton by the hundreds to houses and churches that could care for them. Bandages were made from every linen tablecloth and sheet the ladies had. Thousands were hauled in all kinds of train cars to towns farther south. In December, following the news of the defeat of the Southern army at Missionary Ridge, some families gathered together household goods and fled. The Army of Tennessee soon reached Dalton and General Joseph E. Johnston was assigned to command the army. He made his headquarters in the "Huff House" on Selvidge Street. Some of his time was spent in the Tibbs house on North Hamilton. Both Hamilton House and Blunt House served as medical hospitals during the battles.

Dalton's Past, continued

During the extremely bitter winter of 1863 and 1864 different divisions were camped all around Dalton and in Tunnel Hill, many were without shoes and heavy coats. Soldiers asked residents if they could sleep under porches and in out buildings. Food was scarce, conditions were terrible and morale was low. It is told that a heavy snow fell, drills and inspections were ceased and a giant snowball fight between blue and gray lasted nearly all day. Women of the town took turns cooking soup and rolls. During the encampment, some of the South's most famous preachers came to Dalton to minister to troops and hundreds of soldiers professed religion and General Hood was baptized.

In his last gesture of morale building, General Johnston reviewed his entire army from a viewing stand on Ridge street and over forty thousand artillery, calvary and infantry marched by. (This place is on Ridge Street within the Murray Hill Historic District and is now marked with a cannon and marker.)

On May 1, 1864, the Atlanta Campaign opened by Sherman with 98,000 men and 254 cannon and Johnston with 42,000 men and 120 cannon. Confederates held the Dalton area from several nearby ridges and by flooding Mill Creek Gap in thirteen different struggles. They held position during a particularly strong battle on the steep rock precipices of Dug Gap Mountain. During the battles between cemetery hill and Fort Hill, nearly every building in downtown was destroyed, including the Presbyterian Church.

In 1912, a monument to General Joseph E. Johnston was erected in downtown Dalton. -- the only one in the country to his memory.

Dalton and Whitfield County suffered greatly because they were in the line of the invading army and endured all the horrors. But the Soldiers' Aid Society, that had made bandages and uniforms, cooked, knit socks, nursed and buried, continued to observe Memorial Day and some years later, the group merged into the United Daughters of the Confederacy. They erected a monument, an Italian marble figure of a Confederate soldier that now stands in the Confederate cemetery (also within the Historic District).

Fortunately Whitfield had never been a large slave-owning district, so the small farmers and business owners returned after the war and did not feel the tremendous change of lifestyle dealt to other areas. Homes, farms and businesses were soon rebuilt.

Homes and churches remaining from Pre-Civil War

Only a few original homes remain including Hamilton house – built where Youngbird, a prominent Indian’s home rested and became the home of the family who took over and continued to develop the Crown Cotton Mill in 1885, the first large manufacturing plant in the county; Blunt House -- home to the first mayor and postmaster.

By 1870, Dalton’s population was 1800. Three “first” churches were organized in 1847 — Presbyterian, Methodist and Baptist. First Presbyterian’s bell, melodeon, the communion service and pulpit Bible were hidden by the women until a new church was completed in 1868 with \$2,000 given by the State of Georgia as remuneration for the destruction of the church during the Civil War. In April, 1911, a disastrous fire destroyed the Old Dalton Hotel, Opera House, A. J. Showalter Publishing Company (wrote and published “Standing on the Everlasting Arms”), the Dalton Buggy Company, and retail stores.

The wrecking ball has taken others including poet Robert Loveman’s home, “Robin’s Nest” (wrote Rain Song “It isn’t raining rain to me, it’s raining daffodils,”) and the beautiful old county courthouse.

After the Civil War

After the Civil war, Dalton changed from an agricultural and trading center to an industrial center. Crown Cotton Mills manufactured duck cloth, Dalton Hosiery Mills manufactured silk stockings, American Thread Company and Smith Tent and Awning Company. In addition to textiles, other smaller companies included four lumber companies. After 1900, however, textiles dominated Dalton.

Additional development of Thornton Avenue occurred between 1870 and 1920 when many influential people began buying large tracts of land along the avenue from the original town lottery and later subdivided the parcels. The street is one of the original mile-long, 100-foot wide avenues included in White’s plan. Dalton grew rapidly and by 1890 the population was just over 3,000.

By 1900, Thornton Avenue contained a number of large Victorian mansions and development continued into the early 20th century: Greek Revival influenced Bivings House, 501 S. Thornton — late 1870s; Hamilton/Bethel House, 622 S. Thornton and Felker House, 400 S. Thornton are brick Queen Anne style residences; Italianate influences in McCutchen/Boring House, 404 S. Thornton. Well into the 1920s dwellings of brick and frame were replaced with Colonial Revival style, such as the Hamilton/Johnson House, 600 S. Thornton and Spanish Mission style built by the Baptist Church, 700 S. Thornton (previously razed). Tudor and Bungalow homes were built in the 1920s. Crawford Street, a major east-west corridor on the northern edge of town developed at the turn of the century and until 1920 with modest one-story frame cottages with Queen Anne influences or in pyramidal roof plans. Frame and brick veneer Bungalows were later built in the 1920s.

Development of Murray Hill Neighborhood

Murray Hill began in 1937 as an automobile suburb by the Acme Lumber and Supply Company owned by W. H. Lumpkin and was platted to the west of Thornton and extended westward to the West Hill Cemetery. Rectangular lots were laid out on bisecting streets on a hillside. Depression effects were felt less in Dalton than other sections of Georgia because of the continued growth of the city's bedspread industry. During the 1930s the city increased its population by 2,000 and in middle class families who provided ready buyers for lots in Murray Hill.

Construction was steady from 1937 to 1941 when World War II diminished building across the country. Residential styles during this period included traditional forms, such as Tudor and Colonial Revival, but transitioned to "modern" forms, such as Minimal Traditional and Ranch. Porches on main facades were sometimes omitted resulting from the availability of air conditioning.

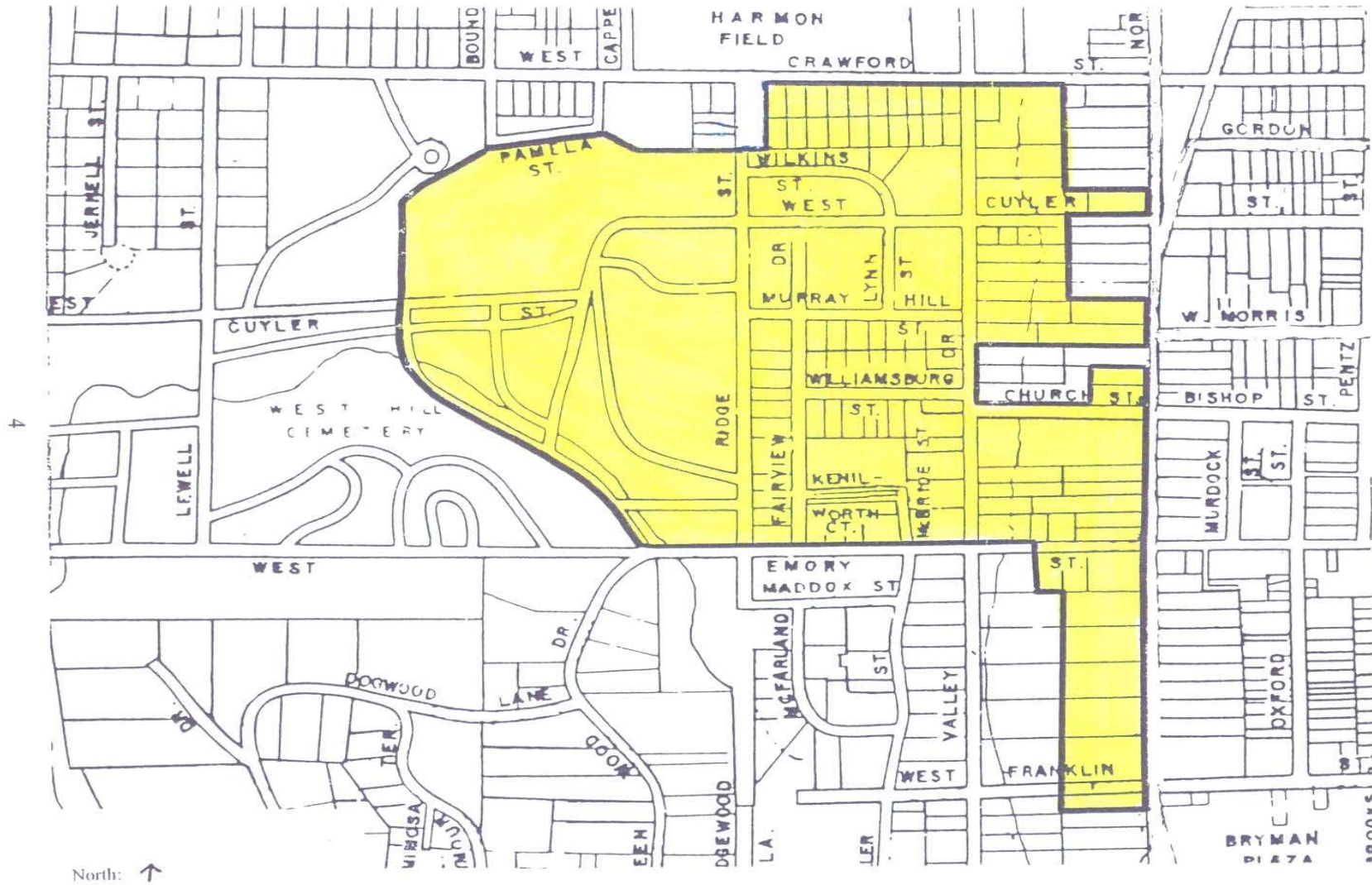
Dramatic changes in building construction methods and materials are reflected in Murray Hill. The use of asbestos shingles and Masonite for exterior sheathing, concrete stucco and doors and windows of aluminum or steel construction and asphalt roofing shingles. This is in contrast to the earlier brick veneer, wood siding and wood windows.

Murray Hill and Thornton Avenue became a Local Historic District in 1996 to maintain its character and discourage incompatible development. This is an excellent example of an historic resource that has character and a distinct "neighborhood feel" with mature landscaping and diverse neighbors.



Colonial revival residence at 404 Valley Drive.

MURRAY HILL / THORNTON AVENUE LOCAL HISTORIC DISTRICT



Dalton's Historical Architectural Styles — a Mixture

“Architectural detail was developed in the days when people walked.”

Queen Anne, Victorian



Queen Anne style Hamilton/Bethel House at 622 S. Thornton

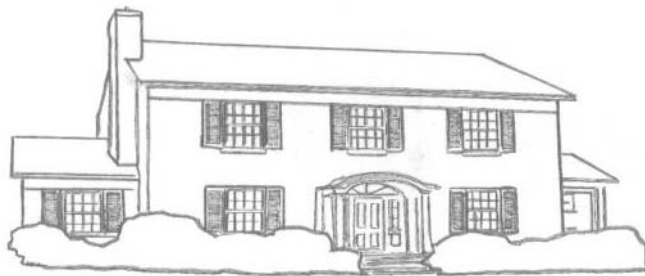
Greek Revival



Greek Revival style Ainsworth E. Blunt House built at 506 S. Thornton Avenue in 1848.

Colonial Revival

1920 – 1950

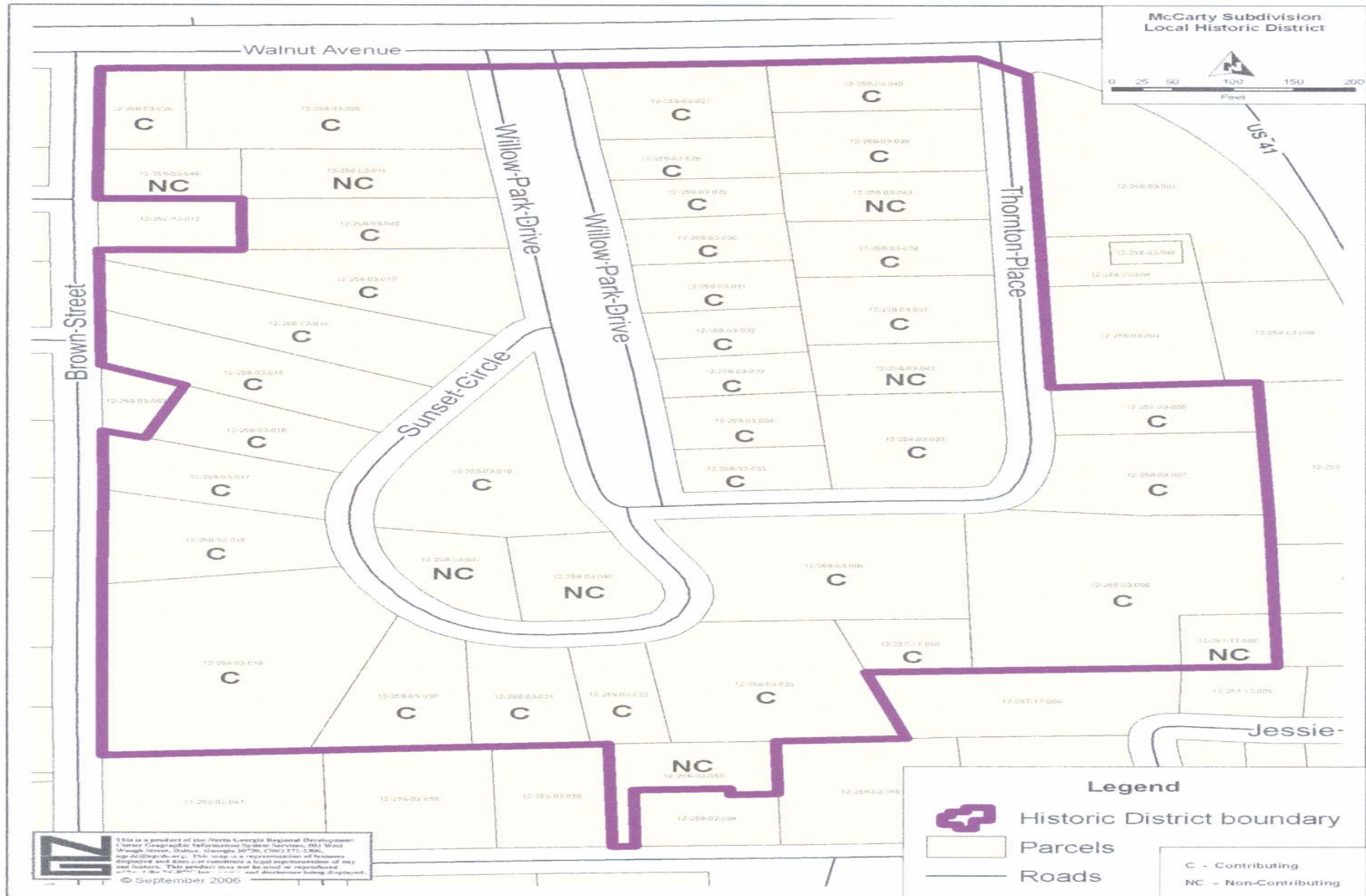


Colonial Revival style residence at 600 Kenilworth Drive.



Colonial Revival residence at 400 Valley Drive.

McCarty Subdivision Local Historic District



Development of the McCarty Subdivision

The McCarty subdivision is one of the earliest residential subdivisions in Dalton.

John Baxter Brown gifted the original twenty-three acres to his daughter, Frances Brown McCarty. In 1927, Frances and her husband, William Scott McCarty, began developing her gift into a subdivision. The subdivision was laid out by E.V. Camp & Associates, Engineers, into forty-six numbered lots. In 1927, the McCartys moved the 1883 Leander Newton Trammel house from its' Walnut Avenue location to a parcel they purchased that adjoined the southeast corner of the subdivision. It was labeled as the McCarty House on the subdivision plans.

By 1928, only two lots had been sold. In 1929, the remaining lots were put up for auction by the Todd-Worsham Auction Company of Rome, Georgia. Some lots were purchased in parcels. Additional lots were added as development continued throughout the 1940s and 1950s.

The houses built consist of one or two story structures with exterior walls of wood, brick, stone or stucco. Their significant architectural types include bungalow, English cottage, Queen Anne house, Georgian house and a side-gabled cottage. The significant architectural types represented include Queen Anne, Craftsman, Colonial Revival and English Vernacular Revival.

The landscaping along the creek, that forms a median on Willow Park Drive, retains the original water oaks, willows and rocks.

Two of the McCartys' sons, John Brown McCarty, a co-founder of Star Dye & Finishing, and Frank Brown McCarty, who owned McCarty Chenille and co-founded E & B Carpets, lived in the subdivision as adults. Other well known Dalton families built homes in the McCarty subdivision, including Judson Manly, Sr. Judson was one of the owners of the old family business Manly Jail Works (now known as Manly Steel, Co.).

McCarty Subdivision was designated a local historic district December 18, 2006. In 2007 the subdivision consisted of a total of thirty-eight homes and two apartment buildings.

What is the Historic Preservation Commission (HPC)?

It is a seven-member panel designated by the Mayor and City Council with the responsibility for oversight of preservation efforts in the city and educating property owners and the public at large regarding the protection, maintenance, and preservation of Dalton's architectural and historic resources. This group creates guidelines specifically for each historic district and reviews and approves applications for Certificates of Appropriateness for proposed rehabilitation, new construction and demolition within designated historic districts.

What are Design Guidelines?

These guidelines for rehabilitation and new construction apply only to the exteriors of properties and are intended to protect the overall characteristics and the architectural integrity of the district's individual structures. The design review process helps to ensure that our investment in an historic district will be protected: protected from inappropriate new construction, misguided remodeling or demolition. Adherence to guidelines generally stabilizes or increases property values. Their emphasis is on maintaining architectural styles, details and streetscape elements that collectively make up the unique residential character in the district. For new construction, the emphasis is on the importance of relating new buildings and landscape elements to the existing historic streetscapes. The Design Guidelines provide the Commission with uniform standards on which to base design review decisions.

What the Guidelines DO:

- 1. Respect the residential character of the neighborhood, reinforcing community identity and appearance.*
- 2. Preserve the architectural character of buildings during the course of maintenance, renovation or rehabilitation.*
- 3. Ensure that new construction respects and is compatible with setback, spacing, scale, and other defining characteristics of existing buildings on the street.*
- 4. Avoid demolition by neglect.*
- 5. Preserve significant site features, such as landscaping, trees, retaining walls and outbuildings.*
- 6. Protect property owner investment by suggesting the best possible property rehabilitation techniques and mitigating development that may be detrimental to the overall appearance of the area.*

Guidelines do NOT:

1. *Affect the use of your property or its interior.*
2. *Affect what color you paint your property as colors are not regulated.*
3. *Occur unless property owners propose actions to the exteriors of the property which may require a Building Permit or a Certificate of Appropriateness.*
4. *Prohibit new construction or additions to historic buildings. Design review simply ensures that new construction and additions are completed as compatible as possible to the historic district.*

What are the Benefits of Design Guidelines?

Through design review guidelines, the preservation ordinance protects the overall economic value of the historic districts and extends the life of the buildings in the neighborhood. Properties in historic districts are affected by the actions of all their neighbors. Design guidelines provide a level playing field for all property owners because they apply to everyone in the districts. This way, all property owners' rights are protected from the adverse economic impact that could result from the actions of another.

On What are Design Guidelines Based?

The Residential Design Review Guidelines are based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for rehabilitating historic buildings. Responsibility for conservation of the nation's cultural resources is vested primarily in the Department of the Interior, and falls under the purview of the Heritage Preservation Services of the National Park Service. As part of the Department's responsibilities in preservation related matters, the Secretary of the Interior has outlined standards for projects involving historic properties. Both the Federal Government and the State of Georgia use these standards to evaluate a project's eligibility for tax credits, and they constitute a national standard. As such they underlie Dalton's Design Guidelines, as a means of perpetuating traditional development patterns.

The Secretary's Standards for Rehabilitation for the Treatment of Historic Properties

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*
2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*
3. *Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
7. *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
8. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
9. *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Which properties require design review?

All properties within a designated historic district require design review. Please note that design review covers both historic and non-historic properties in the district, whether conforming or non-conforming, historic or non-historic. The city's official map for this district can be found in this booklet.

What type of work requires design review?

Design review is required for all projects involving external physical alteration of the property including, but not limited to, rehabilitation, additions, relocation, new construction and external changes requiring a building permit.

(Chart follows on next page)

What could happen if work begins before design review?

If work is initiated prior to approval of a COA application or to obtaining a building permit, a cease and desist order may be issued. If these requirements are not met, the property owner may face fines and penalties or an order to restore the original condition of the property as defined by ordinances.

Certificate of Appropriateness Approval Matrix

ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Additions / new construction			x	x
Accessory structures (sheds, garages, etc.)				
Visible from the street/new, any size, or demolition			x	x
Not visible from street		x		x
Awnings and Canopies new installation		x		
Carports (addition or enclosure)			x	x
Curb Cuts		x		x
Decks & Patios				
Repair, same material	x			
New, visible from the street / with structure			x	x
New, not visible from street / non-structure	x			x
Decorative shutters				
New		x		
Replacements, same material and size	x			
Demolitions (part or all of structure)			x	x
Doors / Garage Doors				
New / any location		x		x
Repair, same material / style / size	x			
Change in material or size		x		
Any change in opening			x	x
Driveways				
Same surface	x			
New construction, material change or relocation			x	x
Equipment (antennas, satellite dish 18" or less, etc.)		x		
Exterior Siding (clapboard, stucco, brick, etc.)				
Repair with same materials or repaint	x			
Replacement with new materials			x	x
Exterior façade change				
Replacement of non-historic materials with /orig. configuration		x		x
Fences or gates, new or change in materials		x		x
Repair existing with same materials	x			
Fire Escapes, new or change in materials or location			x	x

Certificate of Appropriateness Approval Matrix (Cont.)

ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Fountains				
Repair with same materials	x			
New or visible from street			x	x
Gutters & downspouts, gutter covers				
Repair or replace existing w/ same materials or add gutter covers	x			
Replacement with new materials		x		
Interiors				
Decorative changes	x			
Ad Valorem Tax Exemption (State Review)			x	
Landscaping				
Visible from the street / minor any change	x			
Visible from the street / major removals or major new plans		x		
Tree removal / mature trees			TREE BOARD	x
Lighting (See Site and Landscape Lighting)				
Mailboxes		x		
Mechanical Systems, HVAC & Window Units, exhaust fans, etc.				
New or relocation		x		x
Replace or repair existing unit with same materials	x			
Painting				
Maintenance or color change	x			
Painting originally unpainted surface		x		
Parking Lots, pavement (see driveways)				
Pools / Hot Tubs / Jacuzzis (rear façade only)		x		x
Porches (see decks & patios)				
Relocation of building or structure			x	x
Repair same material, any part of structure	x			
Re-pointing, repair of masonry		x		
Retaining Walls				
Repair, same material and shape	x			
Install new or removal of existing (visible from street)			x	x
Install new or removal of existing (not visible from street)		x		x
Roof				
Repair, same material	x			
Replace, new materials or shape of shingle		x		

**Certificate of Appropriateness Approval Matrix
(Cont.)**

ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Change shape of roof			x	x
Sheds (See Accessory Structures)				
Walkways				
Repair, same material	x			
New construction, new materials, relocation (visible from street)			x	x
Siding (See Exterior Siding)				
Signs / Plaques			Building Inspector	
Site and Landscaping Lighting				
Repair, same material	x			
New Installation		x		
Solar Collectors, Sky Lights				
Install new, any location		x		x
Repair or replace existing with same materials	x			
Steps				
Install new, any location		x		x
Repair or replace with same materials, same location	x			
Storm Windows and Storm Doors				
Repair or replace, any material	x			
Install new			x	x
Trim (Scrollwork, fascia, porch details, etc.)				
Replace or repair, same material / size / design	x			
New, change in size, design or repair with new materials			x	
Windows				
Repair, same material	x			
Replace, same material, size, shape, configuration, any location		x		x
Replace, with change in size of opening or new material			x	x
* NOTE: Administration Approval will be through committee review which may include:				
		HPC Representative		
		HPC Secretary		
		City Building Inspector		
		City Administration Representative		
		NGRDC Historic Planner		

What is a Certificate of Appropriateness?

When planning a work project, an owner must submit a completed application for a Certificate of Appropriateness (COA). Applications are available from and should be submitted to City Hall, Office of the City Administrator. The deadline for applications is close of business ten days prior to the date of a regularly scheduled meeting of the Historic Preservation Commission meeting the second Thursday morning of the month. Utilizing Design Guidelines, and the general Standards for Rehabilitation of historic properties, the HPC must decide to approve or deny the application. If the application is approved, a Certificate of Appropriateness is issued and design review is complete.

What should an application include?

Support materials must accompany the completed application. Illustrations may include site plans, elevation, and floor plans drawn to a standard architectural scale, e.g. ¼ inch equals one foot, drawings and samples of materials, e.g. awnings, trim. Photographs of the building, site, and neighboring properties are also helpful. Support materials may differ according to the type and size of the project. The application and support materials must be submitted at the same time.

Where can additional assistance be found?

While this booklet outlines design guidelines that are useful for project planning, the HPC does not actually develop plans or designs. Property owners are encouraged to review the guidelines to facilitate design review, confer with a contractor or architect, and/or talk with the Administration Department (706)278-9500, the Preservation Planner with the Regional Development Center or someone with the HPC for assistance.

Are there any other review procedures?

Review of projects by the HPC may not be the only review required before work may proceed. Other city departments may be required to examine a project for compliance with existing zoning regulations, building codes, and sign or landscape ordinances (Tree Board). The City Administration office is a good resource for this.

Steps to follow:

1. Request Application for Certificate of Appropriateness (COA).
2. Complete COA form and return to City Administration with drawings and other support materials 10 days before the HPC meeting date.
3. Attend HPC meeting second Thursday of month.
4. Receive COA and apply for Building Permit. (Proposed work must also comply with all applicable zoning, building, sign, and landscape ordinances.

START WORK ! – Work must include ONLY items included in the COA.

Steps to Follow to Obtain a Certificate of Appropriateness (COA):

If your home is in the Historic District and if your work involves minor or major change to the existing structure's exterior, (either repair or rehabilitation), site changes, relocation, demolition, or construction of an addition or a new structure, or a change in landscaping:

- *Go to Administration – 3rd Floor, City Hall 300 W. Waugh Street and request an application for a Certificate of Appropriateness. Administration personnel will work with the homeowner, advising about the necessary construction plans and related data, such as photographs and architectural or builder drawings that will be needed. **Minor changes may** require only the completed form and a description. **Major rehabilitation work and new construction** require to-scale drawings, photographs, plans and other documentation to fully illustrate the property and the proposed work. Usually this documentation can be completed by the property owner. In some cases the assistance of contractors or architects may be advisable to complete the form. The North Georgia Regional Development Center preservation planner in Dalton is also available for consultation and assistance.*
- *Return the completed application and supporting documentation to City Hall Administration to be placed on the agenda of the Historic Preservation Commission. Applications must be filed by the close of business ten days prior to the date of a regularly scheduled meeting. Applications filed by this deadline will be entered on the agenda for the regular meeting of the HPC held on the second Thursday of each month. (Additional meetings may be called when needed.) Applications received less than ten days prior to the regularly scheduled meeting will not be considered until the following month.*
- *Attend the scheduled meeting and/or have a representative present that can answer questions of the HPC.*

Based on the Design Guidelines, the Commission will review for:

- *Change to existing structure: changes must not have an adverse effect on the aesthetic, historic or architectural significance and value of the property or the district.*
- *Construction of a new structure: should conform in design, scale, building materials, setback and landscaping to the character of the district.*
- *Changes in landscaping should preserve the original streetscape and neighborhood characteristics.*

The Commission will review the plans and, if necessary, post the property for a given time to notify neighbors.

The Commission may consider the request and issue approval, approval with conditions, or disapproval with reasons and suggestions for a plan that is appropriate.

Upon approval, the Commission will issue a Certificate of Appropriateness and the Building Inspector will then issue a Building Permit.

Work must comply with all applicable zoning, building, sign and landscape (tree) ordinances.

If a property owner undertakes work without receipt of an approved Certificate of Appropriateness or Building Permit, the Building Inspector can issue a cease and desist order and the owner may face fines and penalties as provided by ordinances.

In all cases, the Commission works positively with the owner to make suggestions for the plans that will satisfy both the homeowner and the character of the district.

Exteriors

Roofs — Shape, Dormers, Materials, Features

Goal: *Maintain the original form of the house, especially the visible exteriors by maintaining the texture and silhouette created by historic roofing materials and features.*

Shape: *Maintain the existing pitch and shape of the roof, especially on the primary façade. Original roofs are not to be raised to allow for additional stories, especially on the primary façade. New gables may be added only if they are in proportion to the building and are not readily visible from the street or sidewalk.*

Routine maintenance to roofs and dormers do not require a COA.

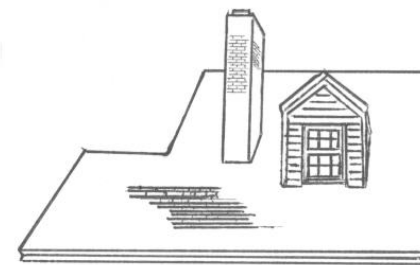
Dormers: *Maintain the shape and style of historic dormers*

- *Do not remove dormers.*
- *Place any new dormers on the rear roof slope out of public view.*

Skylights: *Place skylights on the rear roof slope out of the public view. Use only skylights with a flat profile, not “bubble” skylights.*

Materials: *Original roof materials shall be preserved and maintained. Replace roofing materials only with those that match the existing, replicate the original materials, more closely match the original, or are typical for the age, style, and form of the house. Replace damaged portions with those matching the original.*

- *Complete removal of metal standing seam roofs or tin roofs shall not take place unless significant deterioration has been demonstrated.*
- *Metal roofs may not be used where they were not original.*
- *Asbestos or composition roofing materials that were used on homes after 1941 may be replaced with asphalt or fiber glass shingles with like appearance.*
- *Residences with evidence of once having had wood shingle roofs may be re-roofed with replacement wood shingles if desired. The shingles should match those used on the original roof. Homes that have never had wood shingle roofs shall not be re-roofed with wood shingles.*



Original roof forms, dormers and chimneys should be preserved and maintained.

Roof Features

Maintain **hidden gutters** or eaves designed without gutters whenever possible.

Chimneys: Original chimneys shall be maintained and preserved.

- Modern-looking “false” chimneys are not permitted.
- Do not remove chimneys that are above the roofline.
- Decorative brick corbelling and clay chimney caps shall not be removed. Clay or stone chimney caps are preferable to metal chimney caps.
- Repair and re-pointing of brick chimneys shall be done with brick and mortar that match the original. If a match proves unfeasible, painting of chimneys is acceptable in shades of dark red and burgundy.
- Rebuild documented missing chimneys whenever possible.
- New chimneys (including chimneys on additions) should:
 1. Be placed on the rear or toward the rear on side elevations;
 2. Use traditional design and materials.

Decorative ornamentation such as finials and balustrades are not to be altered or removed.



Preserve and maintain original roof materials such as slate.

Exteriors

Exterior Materials — Masonry (Brick, Stone), Siding

GOAL: Maintain the texture created by historic exterior materials.

Maintain historic sidings: wood, Masonite, masonry

Use the gentlest means possible to clean exterior materials. Sandblasting of most materials is unacceptable because of the damage caused.

Masonry

- *Original masonry shall be preserved and maintained.*
- *Never remove or conceal exterior masonry elements.*
- *Repair masonry instead of replacing it. In the case of necessary replacement, new masonry shall match the old in color, texture, profile, and bond. Brick bonds shall not be mixed.*
- *Do not paint or coat masonry that has not been previously painted.*
- *Use historic mortar mix and match the original mortar joints when repointing brick.*
- *Abrasive cleaning methods such as the use of chemicals and sandblasting are prohibited.*

Asbestos or Masonite Siding

- *Original asbestos cement shingles and siding and Masonite surfaces shall be preserved and retained.*
- *Sections requiring repair shall be materials to match the original. Repair should be done only in the area of damage.*
- *Where replacement is necessary, wood or synthetic siding shall be of the same profile and design as the original.*

Wood Siding

- *Preserve and maintain original wood siding wherever possible. Repair and repaint regularly to extend the life span of the siding. Where wood must be replaced, synthetic lumber (fiber cement or composite) with the same profile, texture and design may be used.*
- *Always paint exterior walls; do not stain unless they were originally stained. If many layers of paint have built up over time, it is recommended to strip the siding before a new coat of paint is applied.*

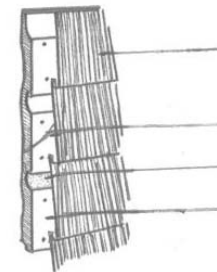


Original wood siding, wood shingles and original asbestos or masonite surfaces should be preserved and maintained.

- *Preserve and maintain original wood shingles as an integral decorative element that must be preserved.*
- *Original wood siding shall not be concealed with synthetic siding materials wherever possible. Homeowners should understand that synthetic siding is very prone to cause condensation between the layers resulting in deteriorated, rotting wood.*
- *When synthetics must be used because the original is deteriorated beyond repair, good quality siding with the original profile, design and texture is required. *Note: Synthetic siding is very prone to cause condensation between the layers resulting in deteriorated, rotting wood.*
- *Wood siding shall not be concealed with any other materials such as composition shingles or any type of brick or stone veneer.*



Exterior wood siding should be preserved and maintained.



Vinyl or aluminum siding

Deteriorated wood

Condensation

Wood Siding

Foundations

GOAL: Maintain the original design and texture of the foundation.

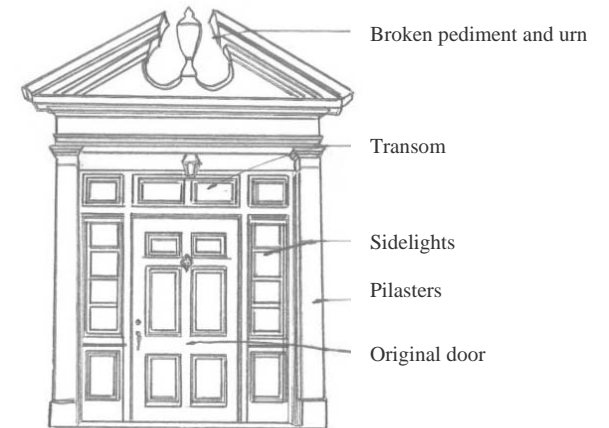
Original Foundations shall be preserved and maintained and shall not be altered or concealed.

- *Foundations of brick, stone and poured concrete or hollow core concrete blocks shall be retained and preserved and shall not be altered or concealed.*
- *Concrete foundations should be painted or have a stucco finish.*
- *Leave unpainted historic masonry foundation materials unpainted.*
- *When repairing, use a historic mortar mix and match the original mortar joints when repointing brick.*

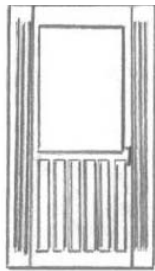
Entrances — Doors

GOAL: Preserve stylistic components of historic doors, their size, design and their placement. This includes original doors, transoms, sidelights, surrounds, hardware, locks and doorknobs.

- Original entrance locations shall be maintained and preserved. Do not enclose or alter entrances nor add new entrance openings on primary facades.
- Preserve the original appearance of entrance doors. Repair original doors and decorative features with matching materials where possible. Leave previously painted doors painted; those previously unpainted should remain the same.
- Replacement of original doors shall only be done in cases of significant deterioration. New or replacement doors on primary and visible secondary facades shall be design appropriate for the time period of the residence with matching materials, size and design. Solid wood doors are most appropriate.
- Preserve and maintain original wood screen doors in materials, texture, proportion and design.
- Use storm doors that match the color of the door frame and shall provide full view of the original entrance door. Do not install storm doors of unpainted or raw aluminum.
- Full view security doors may be added but not with extensive grillwork on primary facades.
- Sidelights, transoms, fanlights, or other features shall not be added where none existed before. Side lights shall remain clear where originally clear and not tinted.

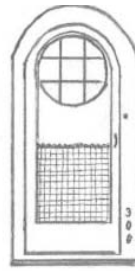


Preserve and maintain original entrance configuration.

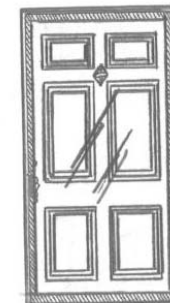


302 Valley Dr.

Preserve original screen doors.



308 Valley Dr.



Appropriate full view storm door.



Inappropriate security door.

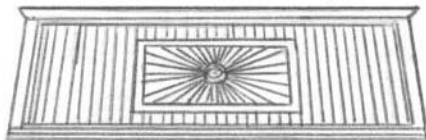
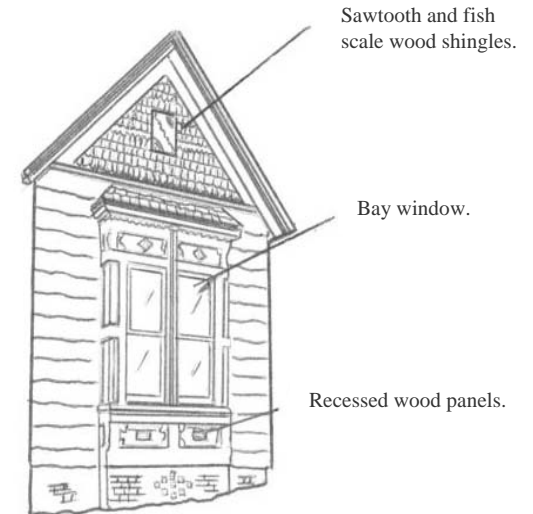
Architectural Details, and Ornamentation

GOAL: Maintain detail ornamental elements typical of historic houses, many of which impart a specific architectural style.



Original wood columns should be preserved and maintained.

- *Maintain and preserve historic architectural details and ornamentation. (This includes brackets, braces, dentils, cornices, molding, and decorative siding that often appear in gable fields.)*
- *Damaged details shall be repaired or replaced with matching materials, proportions and matching design.*
- *Restore missing details when documentation of those elements are available.*



Architectural ornamentation should be preserved and highlighted with paint colors.

- *Architectural elements shall not be added where none existed before. Ornamentation shall not be removed.*
- *Paint colors for ornamentation shall be in keeping with a building's style and period and should highlight architectural details.*

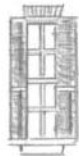
Windows

GOAL: Original historic windows shall be preserved and maintained in design and placement.

- *Original window openings shall be maintained and preserved. The original fenestration pattern shall be maintained.*
- *Original window configuration shall not be altered — neither enclosed, reduced, expanded, nor concealed.*
- *Original wood details shall be preserved and maintained. Repair damaged portions of windows with matching materials rather than replacing them in total.*



Six-over-six
wood sash.



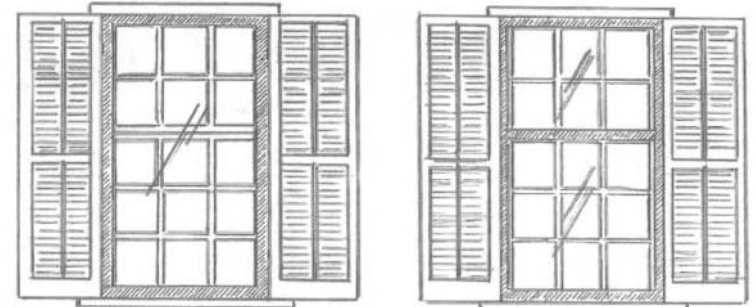
Four-over-four
wood sash.



Diamond light casement windows.

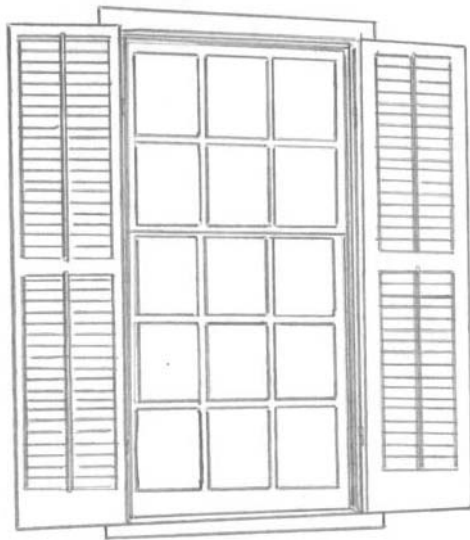
- *Original windows shall be replaced only if there has been demonstrable deterioration. Replacement windows shall match the original in dimension and design and exterior muntins shall be as close as possible to the size and shape of the original windows. Synthetic clad windows may be allowed in some replacements or new additions.*
- *Original decorative surrounds, sash, sills, lintels and molding shall be preserved.*
- *Original stained glass, leaded glass, and other decorative glass details shall not be removed from window openings. Conversely, tinted glass may only be installed on rear or secondary facades not visible from the street.*
- *Broken glass lights shall be replaced with ones identical to the original in texture and color.*
- *New windows on side and rear elevations should relate to historic windows by using matching materials, being of matching size and by using matching design.*

Storm Windows: Use only storm windows that match the dimensions and trim color of the window frame and match the configuration of the panes in the window — with rails matching so that the storm window becomes virtually invisible against the original sash. “Raw” aluminum is not acceptable.



Storm windows should be full view or have meeting rails which match the window behind it.

Shutters: Original wood shutters shall be preserved and maintained.



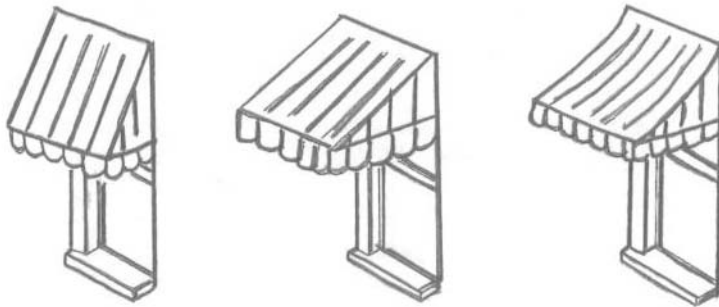
Window shutters should be proportional to the window opening.

- Repair or replacement shall match original shutter design. If the need for replacement of original shutters is demonstrated, replacement shall be with matching materials and proportions.
- Window openings that have never had shutters should be left in this condition.

Awnings: Awnings may be applied at appropriate locations.

- Canvas, vinyl-coated canvas, and acrylic are appropriate awning materials for pre-1940 residences and may be used on primary and visible secondary facades. Metal awnings are utilized in the district, but are not appropriate where none have been.
- Awnings shall fully cover window, door or porch openings and shall not be oversized.
- Awnings shall not obscure areas of the façade or decorative details.

Awning valances shall be in keeping with traditional patterns, such as scalloped, straight line, wave, or saw tooth designs.



Appropriate window awning shapes and designs.

Porches and Stairs

GOAL: Maintain and preserve original porch materials and design — the open design, historic materials, roof supports and balustrades, and roof shape. The porch is often the most significant feature in determining the character and style of the residence.

Porches:

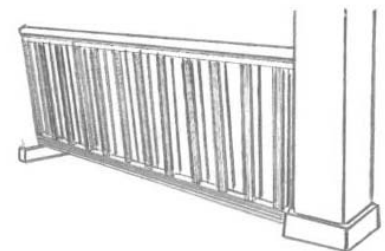
- *An original porch shall not be altered or removed from its original location.*
- *Original porch elements, such as columns shall be preserved and maintained. If replacement is necessary, use wood columns that match the original. Wood and metal columns should never be combined on the same porch.*
- *Repair of decorative elements should be made with matching materials.*
- *Add only elements that are documented to have existed historically. New or replacement rails shall be of wood with balusters to match the original.*
- *A porch may not be added on the front façade where none historically existed.*
- *Porches located on primary facades shall not be enclosed to create interior living space. Secondary façade (rear or side) porches may be screened or glassed in. Screening or glass shall be set behind architectural details.*
- *Original porch floors shall be preserved and maintained. Repair deteriorated floors with matching materials.*
- *Porch lighting should be of traditional designs appropriate to the age and character of the house.*



Queen Anne porch at 622 Thornton Avenue.



Bungalow porch at 513 Crawford Avenue



Maintain original porch handrails and balusters.

Stairs:

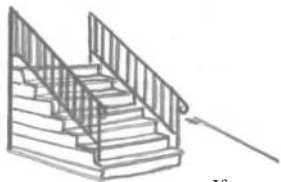
Original stair materials shall be maintained — concrete, brick, or wood — leading to an exterior entrance.

- Original porch railings and balusters shall be preserved and maintained. Railings of wood and wrought iron are acceptable. Replacements shall match the original in design and materials.

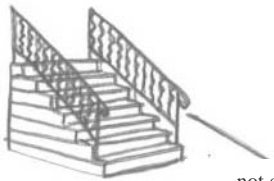
“My foot likes a well-worn step.”



Replacement wood railings and stairs should be of wood.



If wrought iron railings are used they should have square balusters.....



.....not corkscrew or other decorative shapes.

Exterior staircases:

New exterior entrance staircases to upper floor entrances, such as fire escapes, shall not be placed on primary facades. They must be placed on rear facades or non-visible secondary facades and should be painted a color that will camouflage as much as possible.

Access — Handicap Ramps

Handicap ramps, when installed, shall be located on secondary or rear facades to be as unobtrusive as possible. Limit the removal of historic material and make the changes reversible.

New ramps shall be constructed of wood in a design that complies with ADA Code. It is recommended to paint the ramp so as to best camouflage it and add landscaping elements to hide it.

Decks:

Decks should be located at the rear of the house and should not provide a negative impact to a neighbor in the district. Vegetation screening or fencing is appropriate for hiding the deck area.

Additions

GOAL: To allow for the expansion of a house while maintaining its historic character.

Additions shall respect the original portion of the house by

- *using a similar scale, and roof pitch;*
- *being placed on a side or rear elevation well behind the primary façade;*
- *not obscuring the style, orientation or symmetry of the original structure;*
- *creating an obvious break with the original structure;*
- *using matching or compatible materials for roofing and siding;*
- *using matching or similar openings (doors and windows);*
- *using similar ornamentation.*

Additions shall not be made to primary facades.

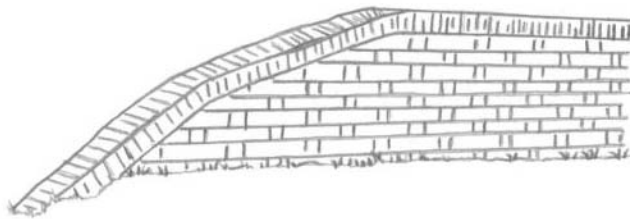
On site parking shall be located to the rear or side of the residence.

Site and Setting

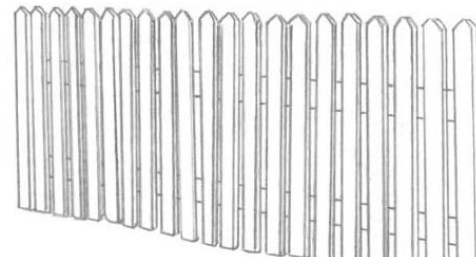
Walls and Fences

GOAL: to maintain the pattern of open and enclosed spaces found within the historic district.

- *Historic fences and retaining walls should be maintained and not removed, whether brick, wood, cast iron or concrete.*
- *New fences and retaining walls should respect the pattern within the district by being placed behind the façade line of the house. It is recommended to place the fence 15 feet behind the plane of the front façade or no further forward than the front corners of the home. Wood and brick are the most appropriate; synthetic wood is allowed in some instances.*
- *Privacy fences (pet enclosures) should be at or behind the rear elevation and should be preferably of traditional materials. Chain link, if necessary, should be placed out of the public view and screened with evergreen vegetation.*
- *Fences should use a design appropriate to the district and the house and use traditional materials (usually wooden pickets for fences and brick or concrete for retaining walls). Railroad ties and “new” landscaping timbers are not appropriate for retaining walls. Wooden split rail fences are not appropriate designs in this neighborhood.*
- *Size — height should conform to building codes. Wood privacy fences and solid wall fences of wood, brick or concrete shall be no more than six feet on interior side and rear property lines.*



Maintain and preserve brick retaining walls.



Wood picket fences are appropriate for the district.

Walks and Drives

GOAL: Maintain the pattern of paved and unpaved areas found within the historic district and make them as unobtrusive as possible.

Walks: *Historic walks and drives should be maintained and preserved.*

New walks should use traditional placement (usually straight from the street to the entrance) and use traditional materials: gravel, concrete, stone pavers and bricks.

Drives: *Maintain original driveway configurations. Deviations from the original should be reviewed and should use traditional placement (usually along the side of the house), should be as unobtrusive as possible from any street and should be landscaped.*

Drives and parking should be constructed so as not to obscure the main façade of the house. Driveways shall be located to the side of the house with parking areas, garages and carports ideally in the rear.

Driveway materials of concrete, concrete aggregate, patterned concrete, or brick are encouraged instead of asphalt.

Landscaping

GOAL: Maintain and preserve the original landscape features, especially protecting mature shade trees to define the character of this historic neighborhood.

- *Retain and protect mature shade trees in accordance with the tree ordinance.*
- *Local historic landscape patterns should be preserved with native plants, trees and shrubs. Landscape materials are best when they are typical types of plants utilized between 1870 to 1945 although newer hybrids of those are acceptable.*
- *Landscaping should not conceal or obscure the primary façade of an historic structure.*
- *Original landscape feature shall be preserved and maintained. Trees should not be cut without the approval of the Tree Board. Appropriate pruning of trees can also be suggested for mature trees by the Tree Board to extend the life of the tree.*
- *Trees should be removed if roots prove to be causing damage to structures or if the tree is dying. The Tree Board makes the decision on damaged trees and HPC defers to them on this decision. “Gardens soften walls.”*

Modern Features — Light Fixtures, Satellite dishes, Antennas, Solar Panels, HVAC Units

Lighting Fixtures

Original fixtures shall be preserved and additional exterior lighting should be kept simple, ideally replicating fixtures used for residences built between 1870 and 1945.

Small, simple, low footlights are acceptable.

Post mounted lights for walks and drives should be traditional and simple in keeping with the neighborhood and should not exceed ten feet in height. Brass copper or painted metal on wood, cast iron or painted metal posts are acceptable.

Security lighting is not prohibited; however, fixtures shall be mounted on secondary and rear facades.

Satellite Dishes, radio antennae, etc., *may be located in rear yards, not in front of property or readily visible side yards or side streets, and shall be sited and installed according to Zoning Ordinances. Satellite dishes should be of the smaller size — 18” to 24” — and should be screened from public view with landscaping or a fence.*



Retain original light fixtures.



Simple features or Colonial designs are appropriate for many residences.



Foot lights are appropriate for front yards and walkways.

Solar Panels shall be located as free standing structures in the rear yards or attached to the rear slopes of the back roof line — flush with the roof and follow the slope of the roof. Solar panels shall not be placed on primary facades or readily visible secondary facades.

HVAC Units - The installation of window air conditioning units shall not result in the removal or replacement of original window sash or the alteration of window framing or surrounds. Window air conditioners shall be installed in windows on secondary or rear facades rather than on primary facades.

Exterior HVAC units shall be installed at rear facades or non-visible areas of secondary facades and obscured with landscaping or fencing. HVAC units shall not be placed on the roofs of residential buildings.

Outbuildings and Features (Pergolas, Gazebos, Fountains, Recreational Structures, Mailboxes, Signs, etc.)

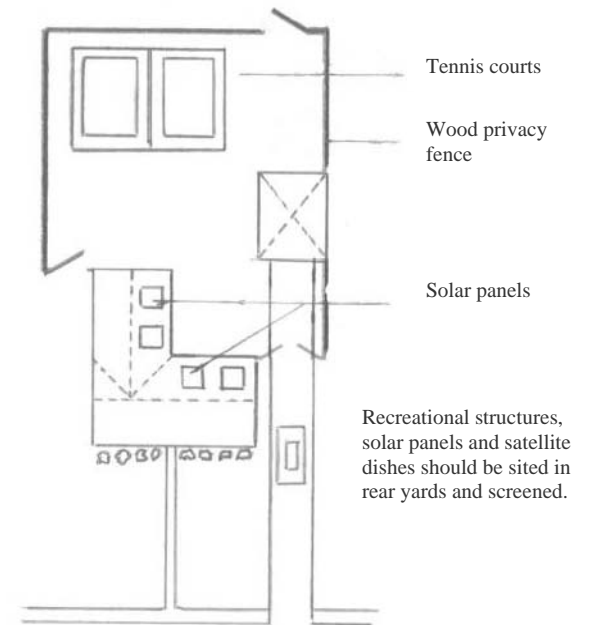
Original outbuildings, such as sheds and garages, shall be maintained and preserved.

Repair and replacement or original elements and details shall follow residential guidelines and should be patterned after historic examples. New outbuildings should use traditional placement, usually well behind the rear wall of the house and should not be attached to the house. New outbuildings should be in scale with the house and should use materials, roof lines and designs compatible with the house.

Recreational structures, including swimming pools, hot tubs, Jacuzzis, tennis courts, swing sets, gazebos and others may be located in rear yards. It is recommended that they be screened from public view with landscaping or fencing, according to ordinance.

Mailboxes: All mailboxes and posts shall be standard according to governmental regulations and conform to the style of the home.

Signs: Signs should inform the public, compliment the property and must conform to the City of Dalton sign ordinance. In general, there should be only one sign per unit; the sign should adhere to the design of the home, be painted wood, metal, or masonry, and should not be illuminated or exceed four square feet.



New Construction

Height, Scale, Form, Style/Design

GOAL: Follow the distinct rhythm established by the placement pattern, building dimensions and styles of historic homes in the district in keeping with the character of the neighborhood.

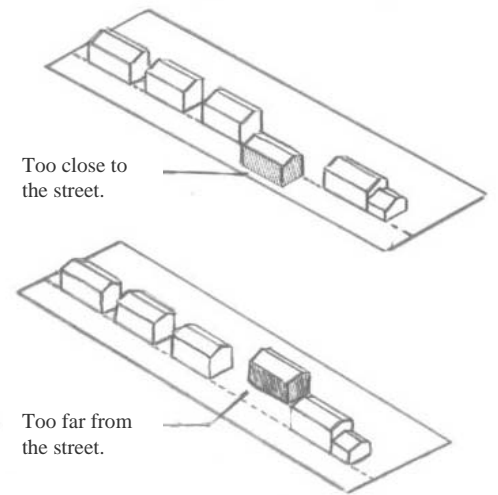
New buildings shall respect the placement of nearby historic homes by:

- Being placed at a setback equal to or within 10 feet of that of nearby historic homes, and conform to the minimum zoning requirements for setback;
- Being placed centrally on a lot with equal spacing on each side and appropriate side yard setbacks, and
- Being oriented to or facing the same street as nearby historic homes, with primary entrances oriented towards the street.

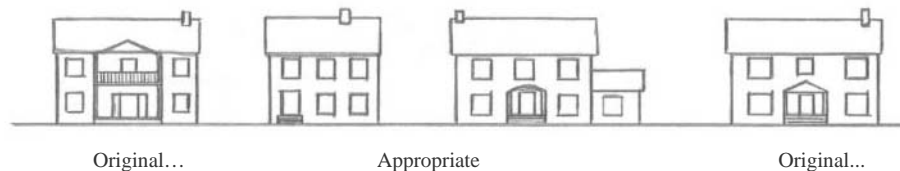
New buildings on corner lots may have entrances located on both street facades.

New buildings shall follow the existing scale and form of nearby homes by approximately matching the following:

- The number of stories, not varying more than 10% with average heights of nearby structures;
- The foundation, story, and roof heights, width and depth, with a foundation height of at least one foot above grade on the primary façade, with the foundation level on brick structures delineated by some type of belt course;
- Floor to ceiling heights shall be compatible with those in adjacent structures;
- Roof shapes (gabled and hipped most appropriate) and pitches (roof slope ratio minimum of 6:12 and maximum of 12:12. With ridge lines parallel to the street, and
- The use of a typical form, such as front porches. (Two story porches are less utilized than one-story porches in the district. The Blunt House double porches are the exception.)



Traditional setback distances should be maintained.



New buildings shall have similar openings (windows and doors) as nearby homes by:

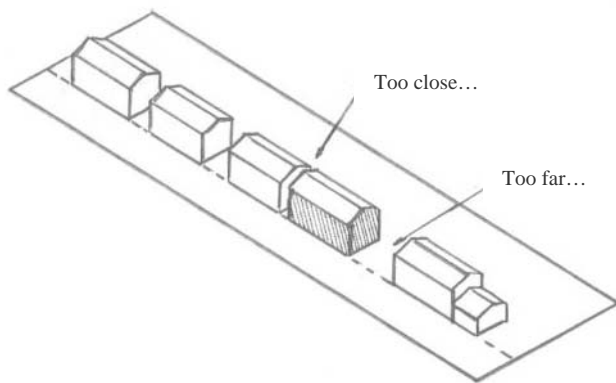
- Using openings of similar dimensions and shape;
- Placing or spacing openings similar to nearby homes;
- Balancing the typical ratio of solid-to-void by using appropriate doors and windows on the facades.



New buildings shall utilize predominant exterior siding material (brick, wood siding, etc.) of the neighborhood and should incorporate typical ornamentation placement and designs. On brick homes, mortar joints, brick size and scale, color and texture should be consistent. Appropriate materials are wood siding (or newer similar materials, such as cementitious siding), wood porch columns, railings, and ornamentation, foundations of brick or concrete, and asphalt or fiber glass shingles. (Metal roofing is not acceptable in the district.)

Driveways shall be on the side of the lot with parking to the side or rear of the residence. Walkways should be from the street straight to the primary entrance. Paving should be cement, stone or, in some cases, brick.

“Old houses in a row give strength to each other.”



Spatial widths between buildings should be maintained.



Side gable roof forms



Hipped roof

Gable and hipped roof

Gabled ell roof

Appropriate roof forms in Murray Hill local historic district.



Flat roof

Gambrel roof

Mansard roof

Inappropriate roof forms

Relocation, Reconstruction and Demolition of Historic Buildings

Reconstruction: *Historic buildings that have been clearly documented may be reconstructed on the original site with materials, details, and decorative features matching or closely approximating the original building.*

Relocation: *A building in an historic district should only be moved out of the district as a last resort if demolition is inevitable, and the building retains its architectural and historical integrity. A building that does not contribute to the architectural and historical character of a district may be moved or relocated if its removal would result in a more positive visual appearance in the district.*

A building may be moved into the district if it is architecturally compatible with adjacent structures on its new site. The building must maintain and uphold the district's architectural character through its style, height, scale, massing, materials and setting. Any building moved into the district is required to be identified by a plaque or marker dating both the original construction date and the moving date.

Demolition: *Historic buildings in the local historic district that add to the architectural integrity of the historical district shall not be demolished.*

Demolition may only be approved if one or more of the following conditions are met:

- *Where public safety and welfare requires the removal of a structure or building;*
- *Where economic hardship has been demonstrated, proven, and accepted by the Historic Preservation Commission;*
- *Where the structural instability or deterioration of a property is demonstrated through a report by a structural engineer or architect. Such a report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report there should be a separate report that details future action on the site;*
- *Where buildings have lost their original architectural integrity and no longer contribute to the character of a district.*

Demolition by neglect:

The City of Dalton has an ordinance that requires homeowners to provide appropriate and constant routine maintenance to their properties so that the building does not fall into such disrepair that demolition can occur. Neglect through abandonment or lack of maintenance should not result in the destruction of a building or demolition.

“Who has ever been able to determine when maintenance isn't preventive?”

GLOSSARY OF TERMS

Addition: *New construction added to an existing building or structure.*

Alteration: *Work impacting any exterior architectural feature including construction, reconstruction, or removal of any building or building element.*

Apron: *A decorative, horizontal trim piece on the lower portion of an architectural element.*

Arch: *A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch).*

Awning: *A sloped projection supported by a frame attached to the building façade or by simple metal posts anchored to the sidewalk.*

Baluster: *One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.*

Balustrade: *An entire rail system with top rail and balusters.*

Bargeboard: *A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.*

Barrier free access: *The provision of appropriate accommodations to ensure use of buildings by persons with disabilities.*

Bay: *The portion of a façade between columns or piers providing regular divisions and usually marked by windows.*

Bay window: *A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.*

Belt course: *A horizontal band usually marking the floor levels on the exterior façade of a building.*

Beyond repair: *When such a large portion of an element is damaged that repair becomes infeasible, generally, but not specifically, more than 50%.*

Board and batten: *Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.*

Bond: *A term used to describe the various patterns in which brick (or stone) is laid, such as “common bond” or “Flemish bond”.*

Bracket: *A decorative support feature between horizontal and vertical surfaces (eaves, shelves, overhangs).*

Bulkhead: The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. 19th Century bulkheads are often of wood construction with rectangular raised panels. 20th Century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as a “kick panel” or “kick plates”.

Bungalow: Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Capital: The head or topmost member of a column or pilaster.

Casement window: A window with one or two sashes which are hinged at the sides and usually open outward.

Certified Local Government: Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Character-defining: An element whose design and material is associated with the age and style of a building and helps define its architectural style (e.g. tile roofing on Mission Style buildings).

Clapboards: Horizontal wooden boards, thinner at the top edge overlapping to provide a weather-proof exterior wall surface.

Classical order: Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable: A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival: House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column: A circular or square vertical structural member.

Column bond: A brickwork pattern where most courses are laid flat, with the long “stretcher” edge exposed, but every fifth to eighth course is laid perpendicularly with the small “header” end exposed, to structurally tie the wall together.

Coping: The capping member of a wall or parapet.

Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order: Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice: *The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.*

Cresting: *A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.*

Cross-gable: *A secondary gable roof which meets the primary roof at right angles.*

Course: *A horizontal layer or row of stones or bricks in a wall.*

Demolition by Neglect: *The destruction of a building or structure through abandonment or lack of maintenance.*

Dentils: *One of a series of small, square, tooth-like blocks in a classical molding, often in a cornice.*

Documentation: *Evidence of missing elements or configurations of buildings, such as architectural plans, historic photographs, or “ghosts” of missing elements.*

Doric order: *A classical order with simple, unadorned capitals, and with no base.*

Dormer window: *A window that projects from a roof.*

Double-hung window: *A window with two sashes, one sliding vertically over the other.*

Eave: *The edge of a roof that projects beyond the face of a wall.*

Elevation: *Any of the external faces of a building.*

Ell: *The rear wing of a house, generally one room wide and running perpendicular to the principal building.*

Entablature: *A part of a building of classical order resting on the column capital; consist of an architrave, frieze, and cornice.*

Evergreen vegetation: *Vegetation that retains foliage through the winter months, maintaining its screening properties.*

Façade: *The face or front elevation or “face” of a building.*

Façade line: *An imaginary line established by the fronts of buildings on a block.*

Fanlight: *A semi-circular window usually over a door with radiating muntins suggesting a fan.*

Fascia: *A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.*

Fenestration: *The arrangement of windows on a building.*

Finial: *A projecting decorative element, usually of metal, at the top of a roof turret or gable.*

Fish scale shingles: *A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.*

Flashing: *Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.*

Flat arch: *An arch whose wedge-shaped stones or bricks are set in a straight line; also called a “jack arch”.*

Flemish bond: *A brick-work pattern where the long “stretcher” edge of the brick is alternated with the small “header” end for decorative as well as structural effectiveness.*

Fluting: *Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.*

Footprint: *The outline of a building’s ground plan from a top view.*

Foundation: *The lowest exposed portion of the building wall, which supports the structure above.*

French door: *A door made of many glass panes, usually used in pairs and attached by hinges to the sides of the opening in which it stands.*

Frieze: *The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.*

Gable: *The triangular section of a wall to carry a pitched roof.*

Gable roof: *A pitched roof with one downward slope on either side of a central, horizontal ridge.*

Gambrel roof: *A ridged roof with two slopes on either side.*

Gentlest means possible: *The least abrasive, intrusive, damaging means of preserving historic material.*

Ghosts: *Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building’s façade.*

Greek Revival style: *Mid-nineteenth century revival of forms and ornament of architecture of ancient Greece.*

Hipped roof: *A roof with uniform slopes on all sides.*

Historic mortar mix: *Five mortar types. Typically, the repointing mortar for historic buildings will be a type O or K mortar. Mortar specifications permit a range of proportions, but typical proportions by volume are: Type O—1 part Portland cement, 2 parts hydrated lime, and 9 parts sand; Type K—1 part Portland cement, 4 parts hydrated lime and 15 parts sand.*

Hood molding: *A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a “drip mold”.*

Ionic order: *One of the five classical orders used to describe decorative scroll capitals.*

Infill: *New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.*

In-kind: *Using the exact same material when replacing a damaged element (e.g. using a wood element to replace a wood element).*

Jack arch: *(see flat arch)*

Jamb: *The vertical side of a doorway or window.*

Keystone: *The wedge-shaped top or center member of an arch.*

Knee brace: *An oversize bracket supporting a cantilevered or projecting element.*

Lattice: *An openwork grill of interlacing wood strips used as screening.*

Light: *A single pane of glass.*

Lintel: *The horizontal top member of a window, door, or other opening.*

Mansard roof: *A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.*

Masonry: *Exterior wall construction of brick, stone or adobe laid up in small units and secured with mortar.*

Metal standing seam roof: *A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof is named.*

Modillion: *A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.*

Mortar: *A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.*

Mullion: *A heavy vertical divider between windows or doors.*

Multi-light window: *A window sash composed of more than one pane of glass.*

Muntin: *A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.*

National Register of Historic Places: *The nation's official list of buildings, sites and districts important in our history or culture. Created by Congress in 1966 and administered by the states.*

Nearby historic homes/buildings: *The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.*

Neo-classical Revival style: *Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.*

Oriel window: *A bay window which emerges above the ground floor level.*

Orientation: *The direction that the building (usually includes the primary entrance) faces.*

Paired columns: *Two columns supported by one pier, as on a porch.*

Palladian window: *A window with three openings, the central one arched and wider than the flanking ones.*

Paneled door: *A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.*

Parapet: *A low horizontal wall at the edge of a roof.*

Parking: *Areas, generally paved, provided for the storage of automobiles.*

Paving: *Any material used for pavement, such as asphalt, brick, concrete, gravel or pavers.*

Pediment: *A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.*

Pier: *A vertical structural element, square or rectangular in cross-section.*

Pilaster: *A square pillar attached, but projecting from a wall, resembling a classical column.*

Pitch: *The degree of the slope of a roof.*

Portico: *A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building, often with columns and a pediment.*

Portland cement: *Strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.*

Preservation: *The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.*

Pressed tin: *Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.*

Pyramidal roof: *A roof with four identical sides rising to a central peak.*

Public view: *That which can be seen from any public right-of-way.*

Queen Anne style: *Popular late nineteenth-century revival style of early eighteenth-century English architecture, characterized by irregularity of plan and massing and a variety of texture.*

Quoins: *A series of stone, bricks, or wood panels ornamenting the outside of a wall.*

Recessed panel: *A decorative element that often functions as a area for signage.*

Reconstruction: *The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.*

Rehabilitation: *The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.*

Repointing: *Hand raking deteriorated mortar and duplicating old mortar in strength, composition, color, and texture as well as joint width and joint profile.*

Restoration: *The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.*

Retain: *To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or*

structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Reversible: *Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.*

Rhythm: *Movement of fluctuation marked by the regular occurrence or natural flow of related elements.*

Ridge: *The top horizontal member of a roof where the sloping surfaces meet.*

Routine maintenance: *Any action performed in order to preserve historic elements, including minor replacement of material in-kind providing no change is made to the appearance of the structure or grounds.*

Sash: *The moveable framework containing the glass in a window.*

Scale: *A term used to define the proportions of a building in relation to its surrounding.*

Segmental arch: *An arch whose profile or radius is less than a semi-circle.*

Setback: *A term used to define the distance a building is located from a street or sidewalk.*

Semi-circular arch: *An arch whose profile or radius is a half-circle the diameter of which equals the opening width.*

Setting: *The sum of attributes of a locality, neighborhood, or property that defines its character.*

Sheathing: *An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)*

Shed roof: *A gently-pitched, almost flat roof with only one slope.*

Sidelight: *A vertical area of fixed glass on either side of a door or window.*

Siding: *The exterior wall covering or sheathing of a structure.*

Sill: *The bottom crosspiece of a window frame.*

Spindles: *Slender, elaborately turned wood dowels or rods often used in screens and porch trim.*

Stabilization: *The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.*

Streetscape: *The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings. The over façade, not of a single structure, but of the many buildings which define the street.*

Stucco: *Any kind of plasterwork, but usually an outside covering of Portland cement, lime, and sand mixture with water.*

Style: *A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.*

Surround: *An encircling border of decorative frame, usually at windows or doors.*

Swag: *Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.*

Synthetic stucco (EIFS): *Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh; and a finish coat.*

Transom: *A horizontal opening (or bar) over a door or window. (see Overlight)*

Trim: *The decorative framing of openings and other features on a façade.*

Turret: *A small slender tower.*

Veranda: *A covered porch or balcony on a building's exterior.*

Verge board: *The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.*

Vernacular: *A regional form or adaptation of an architectural style.*

Wall dormer: *Dormer created by the upward extension of a wall and a breaking of the roofline.*

Water table: *A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.*

Weatherboard: *Wood siding consisting of overlapping boards usually thicker at one edge than the other.*

Wrought iron: *Decorative iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.*

NOTES: